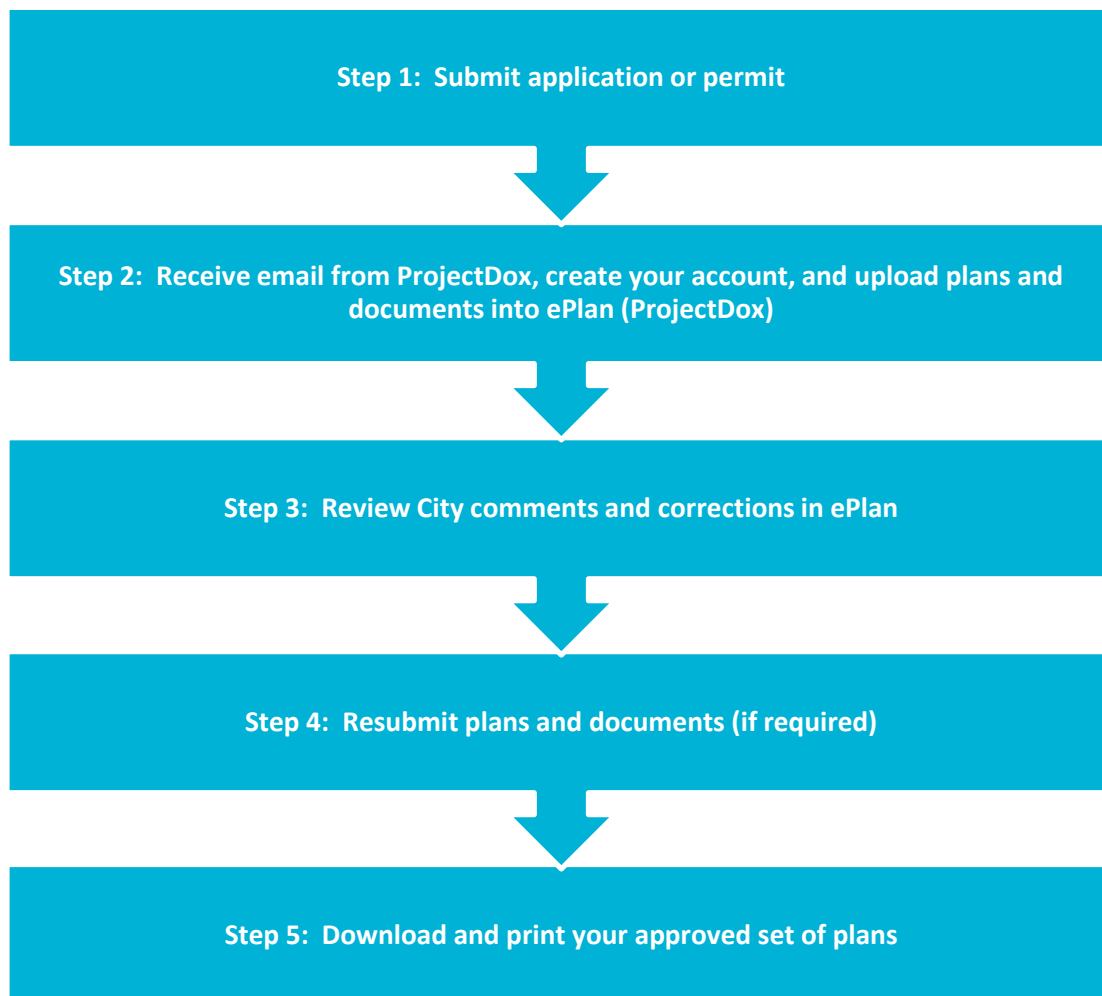




Overview

The purpose of this document is to provide general information on the process for using the City of Minneapolis' electronic plan submission and review system called ePlan (also known as ProjectDox.)

Before applying for an application or permit, you should meet with City staff to identify which applications are required for your project.



For reasonable accommodations or alternative formats please contact 311. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users can call 612-673-2157 or 612-673-2626. Para asistencia 612-673-2700, Yog xav tau kev pab, hu 612-673-2800, Hadii aad Caawimaad u baahantahay 612-673-3500.

Step 1

Submit application or permit

Visit the Minneapolis Development Review Office on the 3rd floor of the Public Service Center Building to meet with City staff.

Public Service Center Building

250 S. Fourth St., Room 300

Minneapolis, MN 55415

Phone: 612-673-3000 Fax: 612-370-1416 TTY: 612-673-3300

To view Service Center Hours, visit: <http://www.minneapolismn.gov/mdr/>

During your meeting, staff will provide the information for the applications and permits needed to do your work. If you have the information you need to complete the applications, you can submit your applications on-site. If you do not have all of the information, staff will provide information about where you can send your completed applications. You can also email questions to Development@minneapolismn.gov.

Step 2

Receive email from ProjectDox, create your account, and upload plans and documents into ePlan (ProjectDox)

When the application(s) have been submitted and fees paid (if applicable), you will receive an email invitation with instructions to create a user account and upload your plans (see sample invitation on page 3). Follow the steps in the email to log in to ePlan (ProjectDox). A temporary password will be included in the new user email. Internet Explorer 11 is **required** for full functionality of ePlan.

Note: Only one person may be an applicant on a project. The applicant receiving the ePlan account will be the same person listed on the application.

The Minneapolis Development Review Center has computers available for you to upload plans. You will have to create your account before using these computers and will need to have your plans loaded on a zip drive/USB port for upload.

City of Minneapolis



Minneapolis ePlan Invitation Letter

Hello [Applicant],

Welcome to the City of Minneapolis' electronic plan review (ePlan) process. This Project invitation has been sent to you in response to your construction permit application. An EPD (Electronic Plan Review) has been created to allow you to electronically upload your drawings and associated documents for permit plan review.

Note: If this is your first time using the ProjectDox application, please disable your pop-up blocker. If you using Internet Explorer, on the login page, click on the "Install ProjectDox Components" link; this will install the Active X software components on your computer which are necessary for the application to function properly.

To access your new Electronic Plan Review project, follow the instructions below:

1. **Very Important!** – Please review the **Electronic Plan Review (ePlan) Submittal Requirements document** (<http://www.ci.minneapolis.mn.us/www/groups/public/@regservices/documents/form/wcmssp-189625.pdf>) in its entirety before starting the process. Failure to follow the appropriate submittal guidelines may result in delay or rejection of your permit!
2. Click the project access link: <https://pdx.minneapolismn.gov/projectdox>
3. Enter your login (email address) and temporary password provided in this email.
4. Set up your permanent login account for secured access to the system.
5. Click on the Project link on the "Active Projects" page.
6. Click the "Drawings" folder.
7. Click the "Upload Files" button and follow the instructions to upload your drawings. Please ensure the files use the required naming conventions <http://www.ci.minneapolis.mn.us/www/groups/public/@regservices/documents/form/wcmssp-189625.pdf>.
8. Click the "Documents" folder.
9. Click the "Upload Files" button and follow the instructions to upload your drawings. Please ensure the files use required naming conventions <http://www.ci.minneapolis.mn.us/www/groups/public/@regservices/documents/form/wcmssp-189625.pdf>.

TO COMPLETE YOUR SUBMISSION TO THE CITY YOU MUST PERFORM THE FOLLOWING STEPS

10. Once all plans and any associated documents have been uploaded to the appropriate folder(s) while inside the project, click on the "Workflow Portals" button.
11. Click the "ApplicantUpload" link under the Task column.
12. Click "Ok" to accept the task.
13. An electronic form will display. Click on the "Submission Complete – Notify the City of Minneapolis" button to complete the submission of your plans and associated documents to the City of Minneapolis.

Supported file types: DWF or vector PDF

User Login	allen.hanson@minneapolismn.gov
Temporary Password	994DE6B
Project Permit #	2764
Plan Check Coordinator	Administrator Temp
Plan Check Coordinator's Email	support@avolvesoftware.com
Project Permit Access Link	

If you have any problems or questions, call Minneapolis 311 (612-673-3000) or email (Development@minneapolismn.gov) and we are happy to assist you.

**SAMPLE INVITATION
EMAIL**

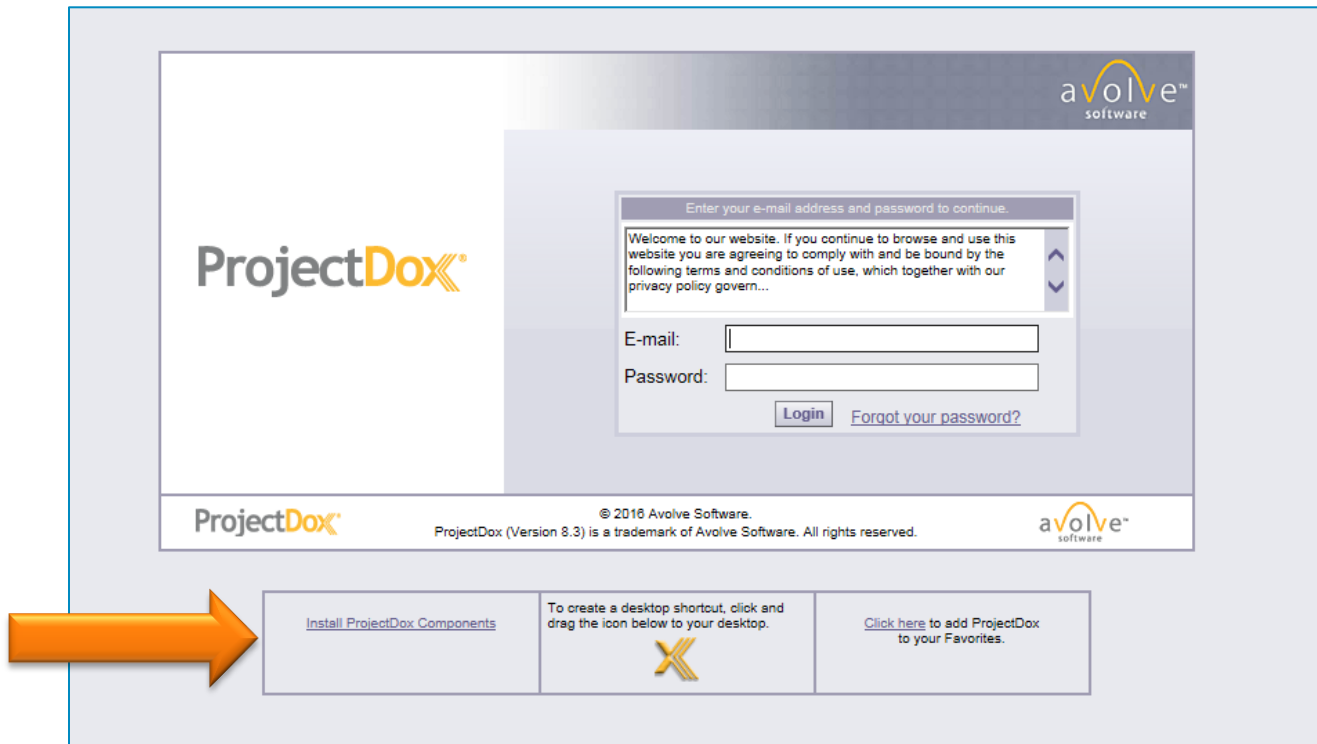
LOGGING IN AND CREATING A NEW USER PROFILE

1. From the invitation, click on **“Login to ProjectDox”**. This will open a web browser and take you directly to the login screen. You can also open a web browser and type <https://pdx.minneapolismn.gov/projectdox/>.
2. Check your computer to be sure you are using Internet Explorer 11 or higher by clicking on the gear at the top right top of a window and selecting **“About Internet Explorer.”**



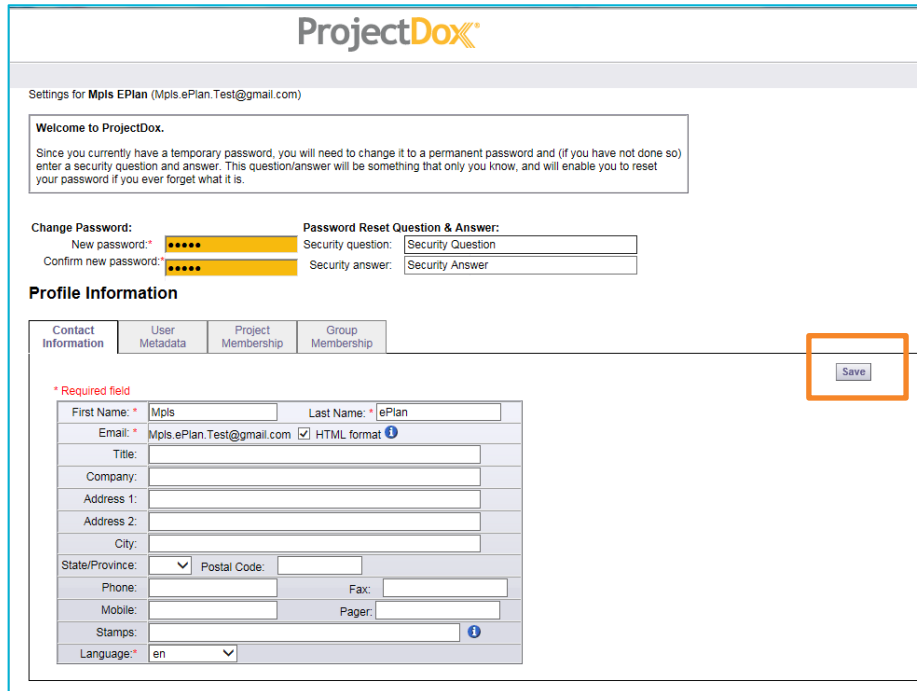
Note: Please ensure that the pop-up blocker is turned off and that you indicate that ProjectDox is a trusted site.

3. Click on **“Install ProjectDox Components”** at the bottom of the screen to install ProjectDox on your computer.



4. After ProjectDox components are installed, type or paste the temporary password from the email into the password field on this form and click **“Login”**. **The password is case sensitive.**

- Next you will be taken to your User Profile. You will need to: (1) reset your password, (2) create a security question and answer, and (3) enter additional information about yourself.



ProjectDox

Settings for **Mpls EPlan** (Mpls.ePlan.Test@gmail.com)

Welcome to ProjectDox.

Since you currently have a temporary password, you will need to change it to a permanent password and (if you have not done so) enter a security question and answer. This question/answer will be something that only you know, and will enable you to reset your password if you ever forget what it is.

Change Password:

New password: * [masked]

Confirm new password: * [masked]

Password Reset Question & Answer:

Security question: [Security Question]

Security answer: [Security Answer]

Profile Information

*** Required field**

First Name: * [Mpls] Last Name: * [ePlan]

Email: * [Mpls.ePlan.Test@gmail.com] ☒ HTML format ⓘ

Title: []

Company: []

Address 1: []

Address 2: []

City: []

State/Province: [v] Postal Code: []

Phone: [] Fax: []

Mobile: [] Pager: []

Stamps: [] ⓘ

Language: * [en] [v]

- Fill in all of required fields and click **“Save”**.
- After logging in, you will be taken to your home page.

PREPARE YOUR PLANS:

Prepare your plans by following the guidelines below. These guidelines are critical to ensuring your review is completed in a timely manner.

Electronic Plan Review (ePlan) Submittal Guidelines

- 4-inch by 4-inch clear stamp area **in upper right corner** of ALL sheets
- Searchable vector PDFs or DWF drawing files
- One plan sheet per digital file
- Landscape orientation
- File name to identify discipline and match sheet index name and sort order
- Corrected sheets must be named exactly as the original sheet



Note: You will be required to install ProjectDox on your computer. Internet Explorer 11 is the required browser.

Plan sheet stamping area

All sheets must have a 4-inch by 4-inch clear area in the upper right corner of the sheet for the City of Minneapolis electronic approval stamp. **NOTE:** The approval stamp will cover any information placed in this area.

Plan sheet file format standards

Plans must be submitted in a searchable vector PDF format (non-scanned) or as a DWF file. Each plan sheet must be uploaded as a single file. Files must be landscape orientation, monochrome with white background and print ready. DWF files must be a current version of AutoCAD and cannot be 3D.

File Naming

Plan file names and sort order **must** match the sheet index. ePlan software sorts numeric to alpha. To ensure proper sorting, we require numbering the sheet before the name with 001, 002, 010, 011, 099, 100, etc. (Example: 001-Cover Sheet, 002-Survey, 003-A1.0-First Floor Plan, 004-A2.0-Framing Plan,..., 008-C1.0-Grading Plan, 009-S1.0- Foundation Detail, etc.)

Corrected or revised submissions **must use the EXACT same file name** as the original submittal to ensure proper versioning of your files and to help expedite the review process. The digital file name (e.g. A1.0) must match the plan sheet name to which it corresponds. If a new sheet needs to be inserted **between** sheets 010 and 011, it can be

numbered 010A or 010.1.

Plan Sheet size

The following list indicates plan sheet sizes that can be submitted electronically. (See individual plan checklists for additional sizing requirements).

8 ½" x 11"	11" x 17"
12" x 18"	18" x 24"
24" x 36"	30" x 42"
36" x 48"	

Graphic scale

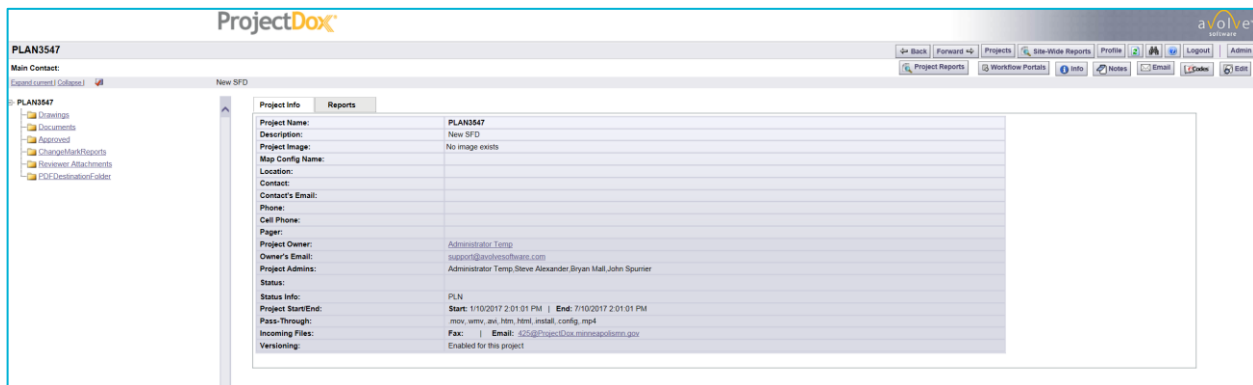
Each sheet must illustrate a typical graphic scale. If more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail. All plans must be drawn to scale.

Uploading files

"DRAWINGS FOLDER"	Should contain plan sheet drawings
"DOCUMENTS FOLDER"	Should contain all calculations, photos, checklists and other supporting documents

UPLOAD YOUR PLANS.

After you have successfully logged in to ePlan, you will see a list of your projects. **Note: If you do not see any projects listed, click the “All Projects” button.** Any outstanding tasks that require your action will be displayed in the Active Task List area below the project list. To upload your plans, follow the steps below.



1. Click your **project number**. Find the **Documents** and **Drawings** folders to upload your documents. The plan reviewer will be able to see and review your plans in these folders after you complete the tasks. **Note: Not every user can see all of the folders shown on the screen.**
2. Select the **Drawings** or **Documents** folder depending on the file you are uploading. The **Drawings** folder should contain plan sheet drawings; each plan sheet is required to be a separate file.
3. The **Documents** folder should contain all calculations, photos, checklists and other supporting documentation for your project. Note: Applications, Calculations, Photos, Etc. must be uploaded and named as separate files into the Documents folder, but each individual file may contain several pages.
4. To add drawings, click on the **Drawings** folder on the left of your screen. If there are no drawings currently in the folder, you will see the pop-up below. **Note: This process is the same if you are loading Documents.**

PLAN3547

Main Contact:

Folder: [PLAN3547/Drawings](#)

No files currently exist in **Drawings**.

To upload files into this folder

(1) Click the Upload button below

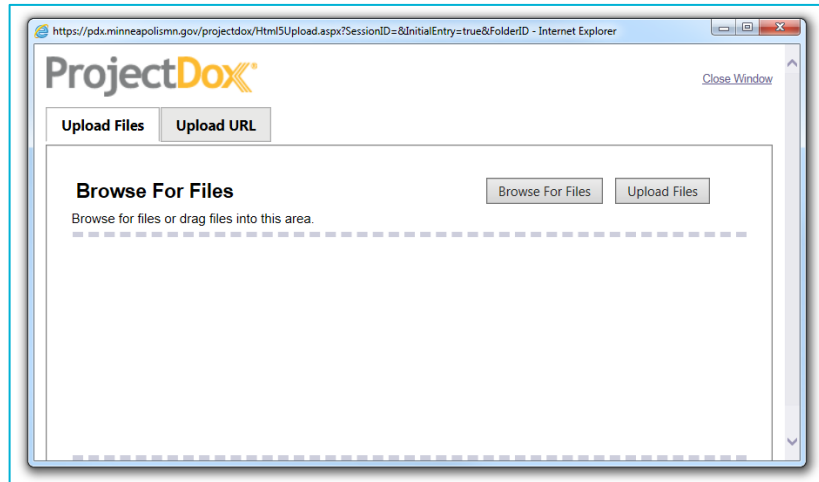
(2) Follow the instructions in the pop-up window

Large files may take a few minutes to be processed. Click the Refresh button at the top of the page to refresh your file list view.

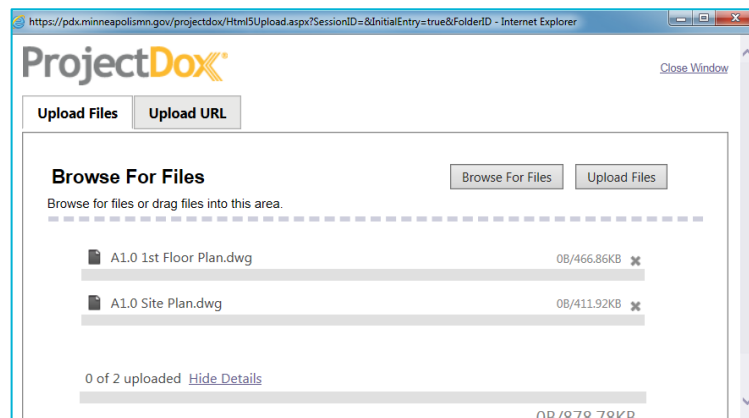
View Folders

Upload Files

5. Click the **“Upload Files”** button (next to View Folders). Note: You may need to refresh the screen if you do not see the Upload Files button. The Upload Files dialog will appear.
6. You will see the prompt to **Browse For Files** or **Upload Files**. You can either browse for files or drag files onto the screen to upload.

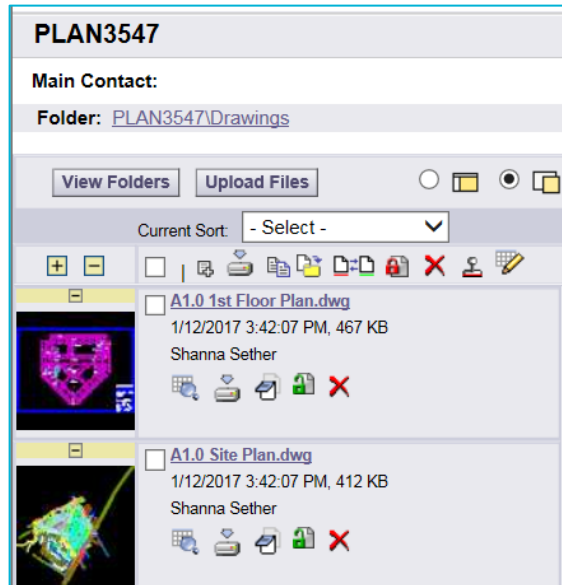


7. Click **“Open”** to add the file. You’ll be taken back to the Upload dialog box.
8. Large files will take a few minutes to load. When they are loading, you will see the screen below that shows your progress.



9. Click **“Upload Files”** to upload the files to the folder.

10. Once the files are uploaded to the folder(s), thumbnail images of all the files will be visible. Under each thumbnail, you can see the filename, upload date and time, file size information and name of the user who uploaded that file.



11. Click on the “Workflow Portals” button. The Applicant Upload task will display.



ProjectDox®

avolve™ software

BLDG635928

Main Contact: BLDG635928 2/14/2017 8:51:30 AM

Expand current | Collapse |

Project Reports Workflow Portals Info Notes Email Codes

BLDG635928

Drawings (10 Files - 10 New)

Documents

Approved

ChangeMarkReports

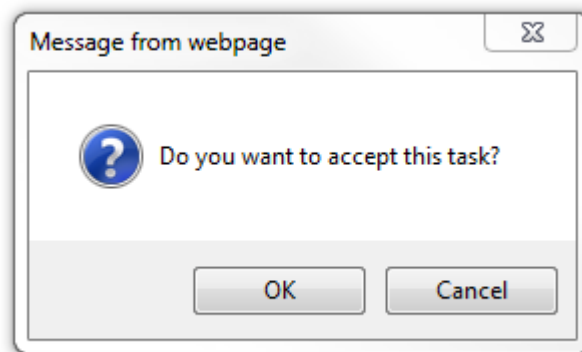
Reviewer Attachments

PDFDestinationFolder

Task	Attached To	Status	Created On	Updated On
ApplicantUpload	Applicant	Pending	2/14/2017 8:52:53 AM	2/14/2017 8:52:53 AM

Navigation buttons: Previous, Next, First, Last


12. Click on the task name and a dialog box displays, “Do you want to accept this task?”



13. Click on “OK” to accept responsibility for completing the task. The eForm window will appear. When finished with uploading, go back to the eForm window. At the bottom of the page, select the **Upload Complete – Notify Jurisdiction** option. This will complete the Applicant Upload task.

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software

Best in Class
BUSINESS PROCESS

 [Click Here to Save Eform as PDF...](#)

Building

Review Information

Permit Information

Contact Information

Resources


Checklist Report (0)

Routing Slip

Review Coordinator

Review Cycle

Workflow/Activity Name

 Activity Instructions

Current User Logon

Administrator Temp (support@avolvesoftware.com)

1

Start_Plan_Review / ApplicantUpload

Mpls EPlan (Mpls.ePlan.Test@gmail.com)

After you have successfully uploaded all required plans/documents please select (Upload Complete) button.

Conditions

CONDITION	COMMENTS	APPROVAL
HAS THE APPLICANT SUBMITTED PAPER PLANS?	<div></div>	<div>Completed</div>
APPLICANT HAS UPLOADED DOCUMENTS	<div></div>	<div>Completed</div>

COMMENTS LOG

CATEGORY:

FYI

COMMENTS:

[ADD COMMENT](#)

KEYWORD FILTER:

[FILTER](#) | [CLEAR](#)

Upload Complete - Notify Jurisdiction

Save And Close

Steps 3 & 4

Review City comments and corrections via ePlan and resubmit plans and documents (if required)

After you have submitted your plans, City staff will review them. When no additional information or corrections are required from you, the submission will be routed to the departments for the formal review process.

If items are missing or corrections are required, an email will be sent to you with instructions on how to resubmit. You will be able to view Staff comments in ePlan (see Step 5 to learn how to resubmit plans).

SAMPLE REVIEW CORRECTIONS EMAIL

BLDG629023-ProjectDox Applicant Resubmit Request Task Assignment

Inbox x

ProjectDox@minneapolismn.gov

to me

12:49 PM (6 minutes ago)

ProjectDox

Applicant Resubmit Task Assignment

Attention Mpls:

Your plan review submission for Project: **BLDG629023** has been reviewed and corrections have been requested. You may review correction comments and requirements by accessing the ProjectDox site.

When corrected plans and/or documents are ready for re-submittal, please [Login to ProjectDox](#) and follow the instructions provided for re-submittal.

Please be advised when re-submitting plans and/or documents:

- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- Please make corrections within 180 days of this notice to prevent your application from expiring.

Project:	BLDG629023
Description:	BLDG629023 1/10/2017 3:56:32 PM
Task:	ApplicantResubmit
Assigned by:	Al Hanson
Project Access Login to ProjectDox	

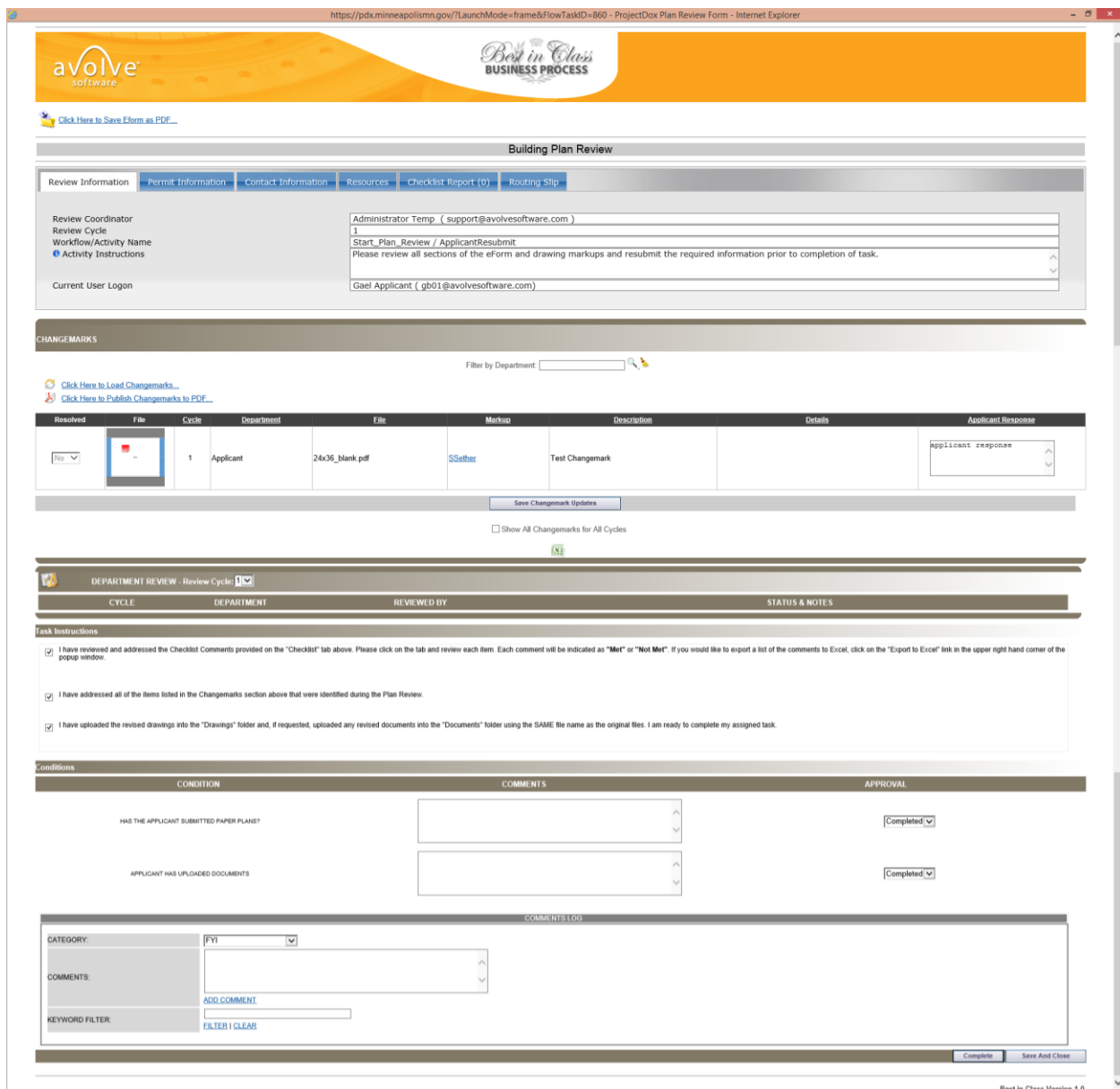
Click "Project Access" link:

If you do not have access to the specified folder, please contact the [Project Administrator](#).

Please do not reply to this email.


If one or more reviewers requests new or additional information during the review process, you will receive an email notification of the resubmit task assigned to you and a task added to your task list. Follow these steps to review required changes:

1. Log in to ProjectDox.
2. Select the **Applicant Resubmit** link from the Task List shown under the column heading of **Task**.
3. A dialog box displays, *Do you want to accept this task?* Select OK.
4. A Resubmit eForm will pop-up:



The screenshot shows the 'Building Plan Review' eForm in a web browser. The form is titled 'Building Plan Review' and includes a navigation bar with tabs: Review Information, Permit Information, Contact Information, Resources, Checklist Report (0), and Routing Slip. The 'Review Information' tab is active, showing fields for Review Coordinator (Administrator Temp), Review Cycle (1), Workflow/Activity Name (Start Plan Review / ApplicantResubmit), Activity Instructions (Please review all sections of the eForm and drawing markups and resubmit the required information prior to completion of task.), and Current User Logon (Gael Applicant).

Below the navigation bar is a 'CHANGEMARKS' section with a 'Filter by Department' dropdown and two links: 'Click Here to Load Changemarks...' and 'Click Here to Publish Changemarks to PDF...'. A table lists the changemarks:

Resolved	File	Cycle	Department	File	Markup	Description	Details	Applicant Response
No		1	Applicant	24c36_blank.pdf	SSether	Test Changemark		applicant response

Below the table is a 'Save Changemark Updates' button and a checkbox for 'Show All Changemarks for All Cycles'.

The 'DEPARTMENT REVIEW - Review Cycle: 1' section includes a table with columns: CYCLE, DEPARTMENT, REVIEWED BY, and STATUS & NOTES.

The 'Task Instructions' section contains three checkboxes:

- ☒ I have reviewed and addressed the Checklist Comments provided on the "Checklist" tab above. Please click on the tab and review each item. Each comment will be indicated as "Met" or "Not Met". If you would like to export a list of the comments to Excel, click on the "Export to Excel" link in the upper right hand corner of the popup window.
- ☒ I have addressed all of the items listed in the Changemarks section above that were identified during the Plan Review.
- ☒ I have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original files. I am ready to complete my assigned task.

The 'Conditions' section includes a table with columns: CONDITION, COMMENTS, and APPROVAL.

CONDITION	COMMENTS	APPROVAL
HAS THE APPLICANT SUBMITTED PAPER PLANS?	<input type="text"/>	Completed
APPLICANT HAS UPLOADED DOCUMENTS	<input type="text"/>	Completed

The 'COMMENT LOG' section includes a 'CATEGORY' dropdown (FYI), a 'COMMENTS' text area, an 'ADD COMMENT' button, a 'KEYWORD FILTER' text area, and 'FILTER | CLEAR' buttons.

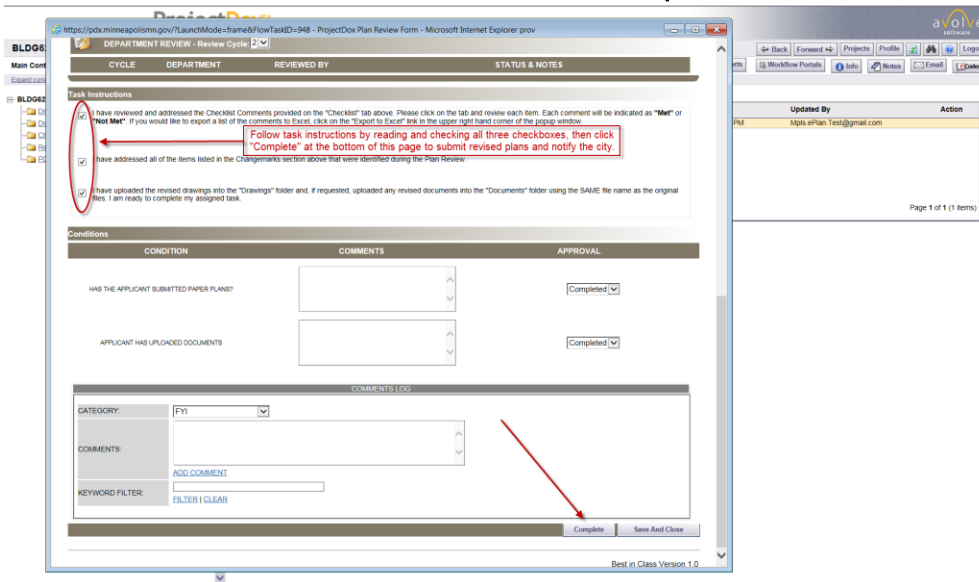
At the bottom right, there are 'Complete' and 'Save And Close' buttons.

5. Review the following:

- View checklist items on the checklist tab
- View markups provided in the Changemark Section
- View comments provided by the plan reviewers and provide responses as required.

6. Make required corrections and upload the revised files to the same folders **using the same naming convention as the original file**. Note: Corrected or revised submissions must use the EXACT same file name as the original submittal to ensure proper versioning of your files and to help expedite the review process.

7. In the Task Instructions section, select the check boxes to indicate the items have been completed. Selection of all three boxes enables the **Review Complete** button.



The screenshot shows the 'ProjectDox Plan Review Form' in a web browser. The 'Task Instructions' section contains three checkboxes, all of which are checked. A red box highlights these checkboxes with the text: 'Follow task instructions by reading and checking all three checkboxes, then click "Complete" at the bottom of this page to submit revised plans and notify the city.' Below the instructions is a table with columns for 'CONDITION', 'COMMENTS', and 'APPROVAL'. The first two rows are checked in the 'APPROVAL' column. At the bottom of the form, there is a 'Complete' button and a 'Save And Close' button. A red arrow points to the 'Complete' button.

8. Select the **“Review Complete”** button.

9. Click **“OK”** on the dialog message to complete the task, close the eForm.

10. Click **“Cancel”** to remain on the current view.

A notification will be sent to City staff. They will confirm that plans have been uploaded and the proper departments are selected for assignment for the next review cycle. If any of the departments rejects the review, the **Applicant Resubmit** step will be repeated until all the departments approve.

If all reviews have been approved by all required departments, City staff will apply the City of Minneapolis approval stamp and assign final permit fees, if applicable. You will not be able to see the approved, stamped plans until all permit fees are paid.

Step 5

Download and print your
approved set of plans

Congratulations! The City of Minneapolis has approved your plans. You may now download your approved set of plans by following the steps below. Be sure to print a copy of your approved plans to scale for the job site.

PRINT APPROVED PLAN SET

After final payment is made, you will receive an email indicating that your plans are approved and that you may access your approved drawings and documents in the **Approved folder in ePlan**.

1. To download the entire folder, select the box at the top of the thumbnails.
2. Uncheck any pages that you do not want to download.
3. When your selection is complete, click on the download icon. You may download one file at a time or all at once. If a group of files are larger than 10MB in size, it will automatically download all files in a .ZIP file.

Please provide a scale set of approved plans on the jobsite.

Thank you! The City of Minneapolis values your business.